

When printing to the screen using the File Menu's Print option:

CTRL+N pushes the NEXT PAGE button
F8 chooses the Edit Menu's Copy option

When displaying/changing records or displaying a report or indexed record list:

CTRL+F pushes the FIRST button
CTRL+N pushes the NEXT button
CTRL/P pushes the PREVIOUS button
CTRL/L pushes the LAST button

When defining search or sort criteria:

CTRL/C pushes the CLEAR button

In Paint:

ALT/F chooses the File Menu
ALT/E chooses the Edit Menu
ALT/T chooses the Text Menu
ALT/O chooses the Options Menu
F9 chooses the Edit Menu's Cut option
F8 chooses the Edit Menu's Copy option
F10 chooses the Edit Menu's Paste option

In Calendar:

ALT/F chooses the File Menu
ALT/E chooses the Edit Menu
ALT/S chooses the Search Menu
ALT/D chooses the Display Menu
F9 chooses the Edit Menu's Cut option
F8 chooses the Edit Menu's Copy option
F10 chooses the Edit Menu's Paste option

When printing to the screen using the File Menu's Print option:

CTRL+N pushes the NEXT PAGE button

On a daily event list or weekly/monthly/yearly calendar:

CTRL/P pushes the PREV button
CTRL/N pushes the NEXT button

In Telecom:

ALT/F chooses the File Menu
ALT/C chooses the Commands Menu
ALT/B chooses the Buffer Menu
ALT/O chooses the Options Menu
F10 chooses the Options Menu's Terminal option
ALT/B toggles the buffer on and off from the terminal screen
ALT/C returns to the command screen from the terminal screen

Using Dialog Boxes

Dialog boxes let you provide Personal DeskMate with information it needs for completing a task you give it. Dialog boxes contain any or all of these components:

edit field

A line on which you supply information by typing it or by changing already displayed responses. Finalize a response you type or edit by pressing **TAB** or by clicking.

list box

A list of responses, one of which you can choose for displaying in an edit field rather than typing a response. Highlight the response, and then press **TAB** or point and click on the edit field to place the response in the field.

radio button groups

Groups of choices with small buttons beside each choice. When you push one button, it becomes the active choice until you push another radio button in the same group. Use the arrow keys to move through radio buttons, pressing the space bar to push a button, or point and click on the button you want to push. Press **TAB** or point to another location to move out of the radio button group.

check box

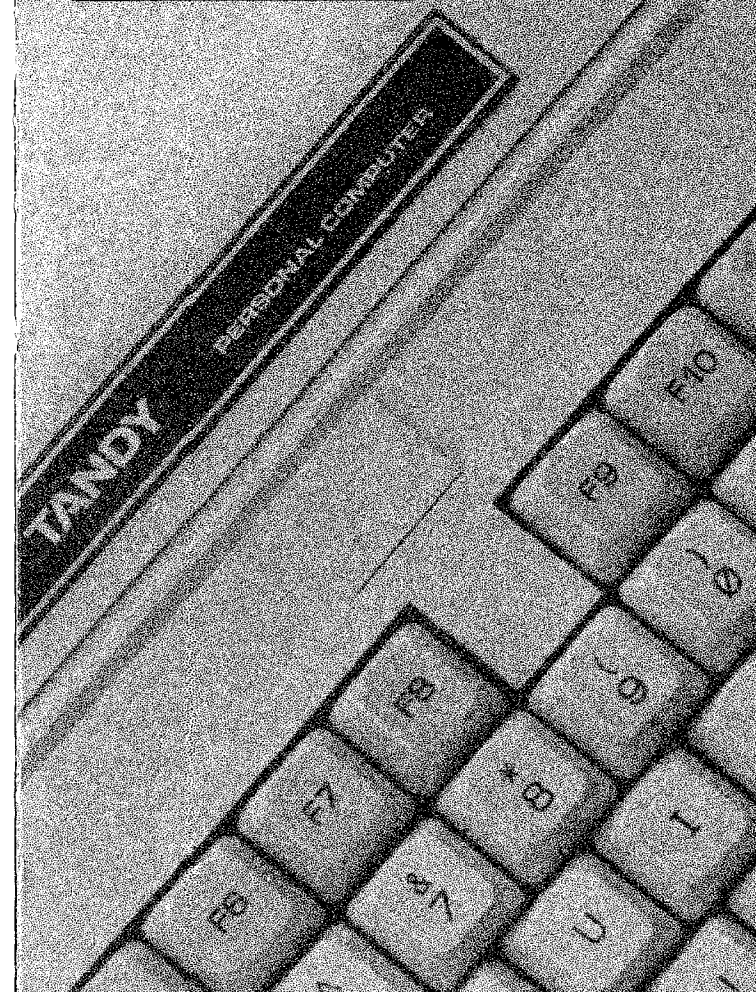
A "setting" with a small box beside it. If a check or an X appears in the box, the setting is on. If not, the setting is off. Press the space bar or click to turn a check box on or off. Press **TAB** or point to another location to move to another section of the dialog box.

push buttons

Buttons in every dialog box that tell Personal DeskMate you're finished using the dialog box. Position the marker on a push button with **TAB** and press the space bar, or point and click on the button you want to push. The dialog box disappears, and the action you requested takes place. Some push buttons have accelerators—see "Keyboard Techniques" on this card.



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DeskMate™**
Quick
Reference



Pointing Techniques

- To **point** Move the device until the pointer rests on the information to which you want to point.
- To **press** Hold down the button on the device.
- To **click** Quickly press and release the button.
- To **double click** Click the button twice in rapid succession.
- To **drag** Hold down the button while moving the pointer.

Keyboard Techniques

Throughout Personal DeskMate:

- (ENTER) pushes the affirmative or OK button
- (CTRL)Q pushes the QUIT button
- (ESC) pushes the CANCEL button
- space bar pushes the radio or push button on which the marker rests
- (PRINT) chooses the File Menu's Print option
- ALT space bar chooses the Accessory Menu
- (ALT)Q chooses the help icon
- (TAB) next selection or field
- (SHIFT)TAB previous selection or field
- (HOME) top of file
- (END) end of file
- (CTRL)↑ top of screen
- (CTRL)↓ bottom of screen
- (CTRL)← right margin
- (CTRL)→ left margin
- (SHIFT)HOME selects characters through top of file
- (SHIFT)END selects characters through end of file
- (SHIFT)↑ selects characters through the same column on the previous line
- (SHIFT)↓ selects characters through the same column on the next line
- (SHIFT)← selects the next character
- (SHIFT)→ selects the previous character
- (F1) selects characters through the same column at the top of the screen
- (F1)↓ selects characters through the same column at the bottom of the screen
- (F1)→ selects characters through to the right margin
- (F1)← selects characters through to the left margin

In a Help Window:

- (CTRL)P pushes the Prev topic button
- (PG)UP pushes the [PG UP] button
- (PG)DN pushes the [PG DN] button
- (CTRL)N pushes the Next topic button
- (CTRL)G pushes the General button
- (CTRL)H pushes the How to button
- (CTRL)F pushes the Functions button

On the Tandy Desktop:

- (ALT)F chooses the File Menu
- (ALT)D chooses the Directory Menu
- (ALT)D← chooses the Disk Menu
- (ALT)B chooses the Build Menu
- (CTRL)S chooses the Disk Menu's Swap option

In the Phone List accessory:

- (CTRL)N pushes the NEW button
- (CTRL)E pushes the EDIT button
- (CTRL)D pushes the DELETE button
- (PRINT) pushes the PRINT button
- (CTRL)C pushes the CALL button

On an Edit Card:

- (CTRL)P pushes the PREV button
- (CTRL)N pushes the NEXT button

In the Note Pad accessory:

- (CTRL)P pushes the PREV button
- (CTRL)N pushes the NEXT button
- (CTRL)C pushes the CLEAR button
- (PRINT) pushes the PRINT button
- (CTRL)S pushes the SAVE button

In the Calendar accessory:

- ← displays the previous month
- displays the next month
- (CTRL)← displays the same month, last year
- (CTRL)→ displays the same month, next year

In Text:

- (CTRL)I pushes the INSERT button
- (CTRL)O pushes the OVERTYPE button
- (ALT)F chooses the File Menu
- (ALT)E chooses the Edit Menu
- (ALT)T chooses the Text Menu
- (ALT)S chooses the Search Menu
- (F9) chooses the Edit Menu's Cut option
- (F8) chooses the Edit Menu's Copy option
- (F10) chooses the Edit Menu's Paste option

When a string is found in the Search Menu's Substitute option:

- (CTRL)N pushes the NO button

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In Worksheet:

- (ALT)F chooses the File Menu
- (ALT)E chooses the Edit Menu
- (ALT)P chooses the Pad Menu
- (ALT)C chooses the Cells Menu
- (ALT)S chooses the Search Menu
- (F9) chooses the Edit Menu's Cut option
- (F8) chooses the Edit Menu's Copy option
- (F10) chooses the Edit Menu's Paste option
- (CTRL)C chooses the Pad Menu's Calculate option
- (CTRL)F chooses the Cells Menu's Formula option
- (CTRL)T chooses the Cells Menu's Start text option
- (CTRL)Q chooses the Cells Menu's End text option
- (CTRL)N chooses the Search Menu's Find next option
- space bar selects predefined text area

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When using the File Menu's Quit option after typing data or making changes:

- (CTRL)N pushes the NO button

In Filer:

- (ALT)F chooses the File Menu
- (ALT)E chooses the Edit Menu
- (ALT)R chooses the Records Menu
- (ALT)F←←← chooses the Field Menu
- (ALT)T chooses the Text Menu
- (ALT)R←←← chooses the Report Menu
- (ALT)I chooses the Index Menu
- (F9) chooses the Edit Menu's Cut option
- (F8) chooses the Edit Menu's Copy option
- (F10) chooses the Edit Menu's Paste option
- (CTRL)A chooses the Records Menu's Add option
- (CTRL)D chooses the Records Menu's Delete option
- space bar selects a field or text area in Define-Report and Define-Layout